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Budget Presentation for FY 1952

OCD LIBRARY DIVISION RECORDS MANAGEMENT BRANCH

A. FUNCTIONS:

1. Develops and directs the program of records administration throughout the Agency, providing staff advisory service to all activities in Washington and in the field, on efficient methods, procedures and equipment for records making, control, transmission, duplication, filing, indexing, preservation and disposal to ensure compliance with pertinent laws, Executive Orders and Agency regulations.

2. Directs the program of records preservation and disposal as required by law and as defined and promulgated by The National Archives and Records Service. Serves as the Agency liaison with the National Archives and Records Service on records preservation and disposal. Determines the extent and value of each series of documents in the Agency, appraising each series as to its retention value and develops disposal tables covering each of the series of records of the Agency, indicating what disposition shall be made of each and when such disposal is to be effected.

3. Gives technical direction to the operation of the Agency Archives for the storage of records of permanent value which may not be transferred to the National Archives, and to the operations of the Agency Records Center for the storage of records of value for a limited period.

4. Gives technical direction to approved microfilming projects to reduce storage space requirements, to speed the processing of documents, and to provide copies as insurance against loss of original records.

5. Advises on downgrading of security classifications of documents, especially as such classifications affect the control and storage of documents.

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## B. JUSTIFICATION

### B. 1 Accomplishments

50X1 The Records Management Branch was created to direct the Records Management Program for CIA as set forth in Administrative Instruction [ ] dated 7 November 1949. Previously the Archives Branch performed a portion of these duties and also had operating responsibilities for the receipt, control and distribution of correspondence and publications, and for operation of the storage center for inactive records.

The Records Management Branch has established a system of area Records Officers through whom the Branch can operate in all Offices and Staff Sections of the Agency.

The Records Management Program has begun to pay off in terms of monetary savings through releasing filing equipment and records storage space for more valuable records. It has been determined that the Agency will save \$5.81 each year for every cubic foot of records transferred outside the Agency or destroyed. For each cubic foot of records transferred out of office space into the records center, the Agency will save \$4.75 each year that the records exist. Large quantities of documents are destroyed each year, though the total volume and savings are not reported at this time. On two recommendations, alone, of the Branch, the Agency will realize an initial saving of \$9,000 in equipment and space released, and will save \$3,200 each year hereafter. In another case, the Agency will save \$3,900 each year from transferring records out of office space into records storage. 500336

The Branch has made a number of surveys which will result in considerable savings, though the amount of savings can not now be estimated. The Branch sponsored reviews by the Management Staff and by the Inspection and Security Staff which will save thousands of dollars annually. The manner of destruction of classified documents has been simplified to permit mass destruction of documents through the Classified Waste, instead of requiring office personnel to lose many hours at the incinerator. The Branch sponsored the development of a simplified procedure for making certificates of destruction, permitting the use of cards now in existence to substitute for the expensive task of typing long lists of records destroyed. In one instance this change permitted an Office to withdraw a request for additional personnel they would have needed to prepare destruction certificates. A Branch recommendation, in another instance, produced a reduction in the number of extra copies of MIS publications prepared for storage, so that less than one-half the previous number will be made. Another recommendation will release about \$6,000 worth of filing equipment and will achieve savings of several hundreds of dollars each year through the substituting of a card file in the Personnel Division for files of old personnel application files. 500332

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An inventory of vital records is being made to gain complete information for the setting up of a vital records depository and to determine the costs of this activity. Microfilming projects established for this purpose will be combined with other records requirements to save costs.

The Branch has undertaken a comprehensive inventory of files and filing equipment throughout the Agency. Data will be acquired as to the present quantity and rate of accumulation of documents and information will be gained as to the value of records series so that records retention and disposal periods may be established. This activity is in keeping with plans of the National Archives and Records Service to carry out the provisions of Public Law 152, 81st Congress, which authorizes the General Services Administrator, among other things, "to make surveys of Government records and records management and disposal practices and obtain reports thereon from Federal agencies, and . . . to promote . . . improved records management practices and controls in such agencies."

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## B. JUSTIFICATION (continued)

### B. 2 Objectives

Two objectives of the Branch will be prominent during the Budget Year. The first is that of promoting efficiency in all aspects of records management. The second, relates to the arranging, indexing, and preserving records of enduring value in the Agency Archives, and of weeding out and disposing of records of value for shorter periods.

Efforts to accomplish the first objective will produce many activities. The need for data on costs will require adoption of reporting procedures throughout the Agency. Reviews of the value of records series will show where unnecessary records are made and kept, how reports can be made more simple or useful, be combined with other reports or dispensed with. A complete Reports Control Program will be developing during the Budget Year. Working closely with the Forms Control activity, the Branch will make and sponsor the making of studies of forms in advance of approval to ensure that the number of copies made, the distribution of copies, and the periods of retention of copies promote efficiency and economy. Much emphasis will be placed on standardization of equipment and filing procedures and on training of persons responsible for records handling operations.

Much attention will be given to the application of micro-filming and other modern methods for preparing and reproducing records. It is anticipated that several large collections of documents will be reduced on microfilm, and that references to these documents will thereafter be to the filmed copies. The Branch will sponsor studies of potential uses of various types of equipment, and especially in connection with the Machine Methods Division, will be interested in the development of new processes.

Because of the unusual requirements of security of records in this Agency, the Branch must assume responsibilities unusual to most Federal agencies, of interpreting the provisions of law, <sup>and the</sup> regulations of the National Archives and Records Service, as to the preservation of records of permanent value and the promoting of efficiencies through records management, and the development of records retention and disposal schedules for the Agency. It will be necessary to arrange, index and care for the Agency's archives in Agency space for a long period of time. Relatively few records may be transferred to the National Archives.

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## B. JUSTIFICATION (continued)

### B. 3 Production

The current operations of the Branch can not be measured accurately by production statistics. A record of service requests received was carried throughout the year, first by the Archives Branch, then by the Records Management Branch. The totals have been carried in the overall statistics of the Library. The record of current operations will be helpful for comparative purposes over the next few months, but are now only two months old.

### B. 4 Personnel Requirements

No changes in personnel requirements will be needed for the Fiscal Year 1962, unless additional projects are assigned to the Branch.

The staff of the Branch is not yet complete. One analyst is waiting to be cleared, while search continues for another. When the staff is complete it is believed that all assigned responsibilities can be met. However, additional analyst positions would be required if new or enlarged responsibilities are added. It is possible that the Branch may be assigned greater responsibilities for records management operations in covert activities, though this is not anticipated by Fiscal Year 1962.

A number of positions will be required for operation of microfilming projects. Such positions would likely be added to the Services Division of the Administrative Staff or to the Central Records Branch, Library Division, OCD. When microfilming projects are established in various Divisions or Branches, microfilm operators will usually be assigned for the duration of the project. The total number of positions in a Division or Branch may not change, however, since the microfilming of large groups of records will release clerical employees in some instances.

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### C. SUMMARY

During Fiscal Year 1951 much should be accomplished in Records Management. The groundwork has been laid during the current year, part of the staff has been assembled and the training of analysts begun. Complete records and equipment inventories will be taken, and many records analyses made. The Offices and Staff Sections will be made "records conscious". Records disposal tables will be established for many record groups. Savings from disposal of records will be reported and will give impetus to development of other means of achieving savings. Large-scale microfilming projects will be undertaken. Training courses for filing personnel will be established.

The work performed during Fiscal Year 1951 will be speeded up in Fiscal Year 1952, and the coverage of records management problems will be larger. Standardisation of methods for various operations will become more prominent. Training programs will be continued. Records analyses will be more concerned with simplification of records making and in the value of information supplied on forms and other forms of reporting. More emphasis will be placed on work measurement.

During Fiscal Year 1952 also, the Archives of the Agency will develop more rapidly. More attention will be given to the arrangement, indexing and preservation of documents of enduring value for administrative, research and historical purposes. The Agency Archives will begin to be consolidated from various smaller record holdings in Offices, Divisions and Branches of the Agency.

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## TRANSMITTAL SLIP

12 December 1951

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